

**WAUPACA COUNTY HIGHWAY COMMITTEE
MINUTES – January 26, 2017**

Chairman Flease called the meeting to order at 9:01 a.m. and gave the open meeting statement.

Roll Call: Chairman Flease,G., Supervisors Much and Rohan. Jonely and McClone were excused.

Also present –Casey Beyersdorf, Highway Commissioner, Greg Flohr, Assistant Field Operations Manager, Diane Meulemans, Corporation Counsel and Erin Helgeson, Highway Office Specialist.

Audience – 0 members

Review and Approve Agenda. Motion: Supervisor Much moved and Supervisor Rohan seconded the motion to approve the agenda. Moved Agenda items number 8 Greg Flohr – PE Exam to number 1, number 6 Thiel Pit Updates to item number 2 and number 7 New Highway Facility Update to number 3. The motion carried without a negative vote.

Minutes of the previous meeting – January 12, 2017 regular meeting. Motion: Supervisor Much moved and Supervisor Rohan seconded the motion to approve the minutes of the previous meeting. The motion carried without a negative vote.

Public Comment – None

Mr. Beyersdorf requested approval for Greg Flohr, Assistant Field Operations Manager to take the PE Exam. Waupaca County Highway Department will cover the cost of the exam at \$350.00. Mr. Flohr will be held responsible for the cost if he does not pass. **Motion:** Chairman Flease moved and Supervisor Much seconded the request to approve WCHD to pay for the exam costs, lodging and travel. Motion carried without a negative vote.

Mrs. Meulemans updated the committee on Thiel Pit. Mrs. Meulemans stated there are discussions to transfer the permit to American Asphalt.

Mr. Beyersdorf briefed the committee on the New Highway Facility. He noted Waupaca County’s proposed contract is being reviewed by Bray Architects. The next meeting with Bray Architects is scheduled for Wednesday, February 1, 2017.

Mrs. Meulemans left the meeting after discussion number 3.

Review and Approve payment vouchers. Motion: Supervisor Much moved and Supervisor Rohan seconded the motion to approve the bill batch dated January 12, 2017. Motion was carried without a negative vote.

Mr. Beyersdorf gave an update on the CTH XX Embarrass River Bridge. After discussions with Outagamie County, Waupaca County will continue ownership.

Mr. Beyersdorf inquired on when to open bids for CTH I (USH 45 – Kluth Road). It was decided to open the bids on February 8, 2017 to review and to approve an engineering firm on February 9, 2017 at the 1pm Waupaca County Highway Committee Meeting.

Mr. Beyersdorf updated the committee on the CTH E Bridge – Acquisition and Appraisal Contract for R/W. The committee was made aware of the cost change. He also stated he would like to hire Steigerwaldt.

Mr. Beyersdorf requested approval to sell the County Highway owned property in City of Marion (parcel# 32 01 13 7). **Motion:** Supervisor Much moved and Supervisor Rohan seconded to sell the County Highway owned property in City of Marion (parcel# 32 01 13 7). It will be brought forth to the Public Property Committee for discussion. Motion carried without a negative vote.

Mr. Beyersdorf requested approval to purchase Engineering Equipment. The new equipment would benefit the highway department. The cost of the Engineering Equipment is \$62,000 and \$1,000 annually for updates. It would come from the Transportation Services Fund. Next, the IT Department will have correspondence with this topic. **Motion:** Supervisor Rohan moved and Supervisor Much seconded the motion to approve the purchase of Engineering Equipment. Motion carried without a negative vote.

Mr. Beyersdorf gave an update to the committee on Personnel. He stated that he will be receiving a Letter of Resignation from an employee that was put on administrative leave. He would also like to post for an Operator III position and discuss an additional Operator I position.

Mr. Beyersdorf reviewed the Commissioner's Report and gave the committee an update on Project Activities, financial reports, and important dates before the next committee meeting.

Motion: Supervisor Much moved and Supervisor Rohan seconded to adjourn at 10:26 a.m. The motion carried without a negative vote.

Respectfully submitted,

Erin Helgeson, Highway Office Specialist

These minutes will be posted to the website prior to approval from the committee and are considered to be in draft form until approved at the next scheduled meeting.